

To: All Interested Parties

From: NSSC Procurement Office

Date: July 20, 2011

Subject: Draft SOW for Contract Closeout and Procurement Support Services

The draft Statement of Work (SOW) for this procurement is provided below to assist you with future proposal planning and preparation activities. The NASA Shared Services Center (NSSC) anticipates issuing a pre-solicitation synopsis for this procurement in early August with release of a solicitation in mid-August. Please continue to monitor FedBizOpps and the NASA Acquisition Internet Service (NAIS) website for their posting.

The NSSC welcomes any comments and/or recommended changes you may have for improving the clarity of this SOW and in turn, the quality of proposal submissions. Your comments and recommendations should be submitted in writing to the contracting officer at michelle.l.berdux@nasa.gov by 5:00pm Central Time on August 3, 2011. Changes, (if any) to the SOW will be reflected in the solicitation when released in mid-August.

**Attachment J-1
STATEMENT OF WORK
For**

Agency-wide Contract Closeout and Procurement Support Services

1.0 Introduction

(a) This Agency-wide Contract Closeout and Procurement Support Services requirement encompasses a wide range of professional acquisition services necessary to assist the National Aeronautics and Space Administration (NASA) procurement offices in acquiring goods and services to support the many varied and evolving missions of the Agency. The NASA Office of Procurement's Mission Statement is to "deliver optimal business solutions while meeting NASA's mission". That mission is supported through a vision of "Acquisition Excellence in an Evolving Environment" and six strategic goals:

- Goal 1: Develop and maintain a balanced workforce strategy.
- Goal 2: Enhance the development of procurement professionals.
- Goal 3: Ensure procurement policy is required, clear and easily implemented.
- Goal 4: Improve procurement by fully integrating people, processes and requirements to meet Agency needs.
- Goal 5: Ensure an efficient and sustainable electronic tool set that is useful and used.
- Goal 6: Forge strategic alliances, internal and external, that will enable continuous improvement of the acquisition function.

(b) NASA utilizes a decentralized procurement structure with procurement offices located at each of the following locations:

Center	Location	Link
Ames Research Center (ARC)	Moffett Field, CA	www.arc.nasa.gov/
Dryden Flight Research Center (DFRC)	Edwards, CA	www.dfrc.nasa.gov/
Glenn Research Center (GRC)	Cleveland, OH	www.grc.nasa.gov/
Goddard Space Flight Center (GSFC)	Greenbelt, MD	www.gsfc.nasa.gov/
Headquarters (HQ)	Washington, D.C.	www.hq.nasa.gov/
Johnson Space Center (JSC)	Houston, TX	www.jsc.nasa.gov/
Jet Propulsion Laboratory (JPL) / NASA Management Office (NMO)	Pasadena, CA.	www.jpl.nasa.gov/
Kennedy Space Center (KSC)	Cape Canaveral, FL	www.ksc.nasa.gov/
Langley Research Center (LaRC)	Hampton, VA	www.larc.nasa.gov/
Marshall Space Flight Center (MSFC)	Huntsville, AL	www.msfc.nasa.gov/
NASA Shared Services Center (NSSC)	Hancock County, MS	www.nssc.nasa.gov/
Stennis Space Center (SSC)	Hancock County, MS	www.ssc.nasa.gov/

(c) Contract closeout services, as further defined in Section 4.1, *Contract Closeout Services*, of this SOW, are currently obtained for each of the Centers listed above, with the exception of NASA Headquarters, under a single Agency-wide contract. It is anticipated that these services will continue to be required at each of these Centers throughout the term of this contract. Contract closeout services will be procured under this contract on a completion basis as further defined in Clauses B.2, *Firm Fixed Price* and B.3, *Performance Incentive*, of this contract.

(d) Procurement support services, as further defined in Section 4.2, *Procurement Support Services*, of this SOW, are currently obtained under a number of Center contracts which will expire at various periods over the course of this contract. At the discretion of the individual Center procurement office, these services may be ordered on an IDIQ basis using the ordering procedures defined in Clause B.4, *Task Ordering Procedures*, of this contract. This is not a requirements contract within the meaning FAR 16.503, *Requirements Contracts*, and the decision to utilize or not utilize this contract to obtain procurement support services is at the discretion of the individual Center procurement office.

(e) NASA Headquarters (HQ) is responsible for procurement policy and oversight of the procurement activity across the Agency. Administration of this contract will be performed at the NASA Shared Services Center (NSSC). Individual Center procurement offices will be responsible for the award and administration of any IDIQ task orders for procurement support services issued under this contract.

2.0 **Applicable Documents**

(a) The Contractor shall perform the tasks in this statement of work in accordance with the most recent update of the FAR, NFS and other referenced documents delineated in the Applicable Documents table below.

Applicable Documents	
Reference	Link
Federal Acquisition Regulation	http://acquisition.gov/far/
NASA FAR Supplement	http://www.hq.nasa.gov/office/procurement/regs/1804.htm#4_804
DCAA Contract Audit Manual (CAM) 7640.1, Chapter 6-1010, <i>Quick Closeout Procedures</i>	http://www.dcaa.mil/
Code of Federal Regulations (CFR) References <ul style="list-style-type: none"> 14 CFR Part 1273, <i>Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments</i>. See Part 1273.50 Closeout. 14 CFR Part 1274, <i>Cooperative Agreements with Commercial Firms</i>. See Part 1274.802 Closeout procedures. 	http://www.gpoaccess.gov/cfr/index.html
Agency-wide Contract Closeout Service Delivery Guide	https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/NSSC-PR-SDG-0009_Rev_2.0.pdf?rhid=1000&did=318665&type=released
NPD 5000.2C, <i>Uniform Methodology for Determination of Small Business Subcontracting Goals</i>	http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPD&c=5000&s=2C

NPD 5101.1E, <i>Requirements for Legal Review of Procurement Matters</i>	http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPD&c=5101&s=1E
NPD 5101.32D, <i>Procurement</i>	http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPD&c=5101&s=32D
NPR 5101.33A, <i>Procurement Advocacy Programs</i>	http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=5101&s=33A
NPR 5200.1D, <i>Industrial Labor Relations Manual</i>	http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=5200&s=1D
NPR 5800.1E, <i>Grant And Cooperative Agreement Handbook (14 CFR 1260)</i>	http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=5800&s=1E
NPR 5810.1, <i>Standard Format for NASA Research Announcements (NRAs) and other Announcements for Grants and Cooperative Agreements</i>	http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=5810&s=1
NPR 5900.1, <i>NASA Spare Parts Acquisition</i>	http://nodis3.gsfc.nasa.gov/displayDir.cfm?t=NPR&c=5900&s=1
NPD 1440.6H, <i>NASA Records Management,</i>	http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PD_1440_006H_&page_name=main
NPR 1441.1D, <i>NASA Records Retention Schedules</i>	http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PR_1441_001D_&page_name=main
NASA Forms	http://itcd.hq.nasa.gov/eforms.html
DD Forms	http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm

(b) Directives or other guidance documents specific to a particular Center will be provided by the Technical Monitor (TM) at that Center.

3.0 General Requirements

3.1 On-Site Contractor Performance

(a) The Contractor shall maintain an on-site workforce at each Center obtaining services under this contract. This on-site workforce, along with any corporate resources deemed necessary to administer this contract, will be required to work with numerous NASA administrative and technical offices, other contractors, grant recipients, Defense Contract Management Agency (DCMA), Defense Contract Audit Agency (DCAA), Office of Naval Research (ONR), and other Government Agencies to accomplish their assigned tasks. The Contractor shall be responsible for providing the management and personnel necessary to perform this contract. NASA will provide, as Government Furnished Equipment (GFE), the materials, equipment, on-site services, and on-site facilities listed in Clause G.4, *Installation-Accountable Government Property*, of the contract.

(b) The Contractor shall be responsible for complying with all NASA security, badging, and safety and health regulations and procedures while performing work on a NASA installation. Most of the work will be performed during normal duty hours, Monday through Friday, holidays excepted. However, due to the nature of the mission critical work conducted at each Center, there may be occasion when support will be required outside regular duty hours and/or on weekends, as the need arises.

(c) The contractor shall submit a listing of all employees performing work at a NASA installation under this contract in accordance with DRD 3, *On-site Employee Listing* as referenced in Section 3.5, *Reporting Deliverables*, of this SOW

3.2 Personnel Qualifications and Training

- (a) The Contractor shall be responsible for ensuring all personnel working under this contract are fully trained, competent, and experienced in the acquisition disciplines necessary to perform the tasks assigned. Personnel shall have a thorough knowledge of the FAR, NFS, and related acquisition guidance along with the skills necessary to use the Information Technology (IT) systems identified in Section 3.4, *NASA Information Technology Systems*, of this SOW. The Government is not responsible for training Contractor personnel.
- (b) The Contractor shall develop and submit a training plan for ensuring personnel receive appropriate on-going training to maintain or improve their current skill sets, in accordance with DRD 8, *Training Plan* as referenced in Section 3.5, *Reporting Deliverables*, of this SOW.

3.3 Standards of Conduct

- (a) The nature of the work under this contract will require the Contractor and its employees to have access to data and IT systems which contain source selection information, sensitive business information, and/or proprietary data. Access to this information subjects the Contractor and its employees to a variety of laws and regulations relating to ethics, conflicts of interest, corruption, and other criminal or civil matters relating to the award and administration of government contracts. Recognizing that this contract establishes a high standard of accountability and trust, the Government will carefully review the Contractor's performance in relation to the mandates and restrictions found in these laws and regulations. Unauthorized uses or disclosures of sensitive information may result in termination of this contract for default, or in debarment of the Contractor for misconduct affecting responsibility as a government contractor.
- (b) The Contractor shall comply with the requirements of the following clauses, or the most recent updates of these clauses, when handling any source selection information, sensitive business information, and/or proprietary data or accessing IT systems containing such data:
- NFS 1852.237-72, *Access to Sensitive Information*
 - NFS 1852.209-71, *Limitation of Future Contracting*
 - NFS 1852.204-76, *Security Requirements For Unclassified Information Technology Resources (Deviation)*
- (c) All Contractor personnel shall be required to sign non-disclosure agreements prior to starting work and may be required to sign activity-specific non-disclosure agreements before working on a particularly sensitive project. The Contractor shall provide yearly training to all personnel on the handling and protection of sensitive business information, organizational conflicts of interest, and compliance with non-disclosure agreements.

3.4 NASA Information Technology Systems

- (a) The Contractor shall be required to access and utilize the following Government IT Systems in the performance of day-to-day activities:
- ACT Automated contract Closeout Tool

- CMM Contract Management System – Powered by Compusearch PRISM
- CPARS Contract Performance Assessment Reporting System
- FPDS-NG Federal Procurement Data System-Next Generation
- Remedy NSSC Change Management Request System
- SAP NASA Financial Management System utilizes SAP software

(b) The Contractor shall be required to access numerous Government websites/data systems in performance of day-to-day activities. Representative of these websites/data systems are:

- CCR Central Contractor Registration
- EPLS Excluded Parties List
- NAIS NASA Acquisition Internet System

(c) The Contractor will also be required to utilize Microsoft Office programs, such as Word, Excel, PowerPoint, and Outlook in the performance of day-to-day activities.

(d) The systems listed above are those in current use, however, it is anticipated during the period of performance that additional systems or modifications to existing systems may be developed which the Contractor will be required to utilize during performance.

3.5 Reporting Deliverables

(a) The Contractor shall submit reports as listed in the Required Reports table below and which are further defined in Attachment No. J-2, *Data Requirements Document*.

(b) For Procurement Support Services ordered by individual Center procurement offices, in accordance with Clause B.4, *Task Ordering Procedures*, reporting deliverables will be identified in the individual task orders.

Required Reports				
Report Name	DRD #	Applicable Clause or SOW Reference	Reporting Frequency	Due Date
Monthly Progress & Status Report	1	N/A	Monthly	NLT 10th working day of each month
Monthly Closeout Trending Charts (HQ)	2	N/A	Monthly	NLT 19th calendar day of each month
On-Site Employee Listing	3	N/A	Quarterly	NLT 10th working day of month following end of quarter (Apr 10, Jul 10, Oct 10, Jan 10)
Task Order List	4	N/A	Monthly	NLT 10th working day of each month
Monthly Telecon Minutes	5	N/A	Monthly	NLT 2 nd working day after telecon

Organizational Conflict of Interest Plan	6	NFS 1852.209-71, <i>Limitation of Future Contracting</i>	Once	With proposal submission or 30 days after contract award per Provision L.20, <i>Organizational Conflict of Interest</i> .
IT Security Plan	7	NFS 1852.204-76, <i>Security Requirements for Unclassified Information Technology Resources</i>	Once	Draft due with proposal submission and final due 30 days after contract award
Safety and Health Plan	8	NFS 1852.223-73, <i>Safety and Health Plan</i>	Once	Draft due with proposal submission and final due 30 days after contract award
Training Plan	9	SOW Section 3.2, <i>Personnel Qualifications and Training</i>	Once	Draft due with proposal submission and final due 30 days after contract award
Phase-In Plan	10	Clause F.4, <i>Period of Performance</i>	Once	Draft due with proposal submission and final due 7 days after contract award
Nondisclosure Agreements	11	NFS 1852.209-71, <i>Limitation of Future Contracting</i>	As Required	Five days after employee begins work on the contract
Standard Operating Procedures and Other Procedural Guides	N/A	SOW Section 3.8, <i>Standard Operating Procedures and Other Procedural Guides</i>	N/A	60 days after contract award for Technical Monitor approval. After approval, the Contractor shall maintain and make the guide available to the Center Technical Monitor when requested.

3.6 **Status Meetings**

- (a) A post-award conference, in accordance with FAR 42.5, *Postaward Orientation*, will be held at the NSSC approximately 15-30 days after contract award.
- (b) Monthly telecons will be held over the term of the contract to review progress and discuss outstanding issues. With input from the Contracting Officer, the Contractor will prepare an agenda and distribute to invitees at least 2 days prior to the meeting. Minutes of these meetings will be recorded and transcribed by the Contractor. The Contractor will post the minutes to the NSSC Closeout website within 2 working days after the meeting.
- (c) Other meetings/telecons may be held over the term of the contract, as required by the Contracting Officer or Center Technical Monitor, to discuss contract performance or resolve other issues.

3.7 **Innovation and Continuous Improvement**

- (a) The Agency encourages streamlining and consistency of process across all Center procurement offices to reduce cost, improve quality, reduce lead-time, and standardize contractual documents. The Contractor is responsible for identifying opportunities that promote these objectives. The Contractor shall participate in Lean Six Sigma and Kaizen events to identify process improvements.

(b) The Agency is seeking to reduce the need for paper contract files and to maximize the use of electronic filing and storage. The Contractor is responsible for identifying opportunities that promote these objectives. The Contractor shall participate in Lean Six Sigma and Kaizen events to identify process improvements.

(c) The Contractor shall develop techniques and methodologies for obtaining productivity data and other key measures for both closeout and procurement support services. The Contractor shall use this data to benchmark current productivity levels, perform trend analysis, measure future performance, project future output, and improve work processes and procedures with the overall objective of improving productivity. The results of this activity shall be reported in DRD 1, *Monthly Progress & Status Report*.

3.8 Standard Operating Procedures and Other Procedural Guides

The Contractor shall create, utilize, and maintain a set of standard operating procedures or other procedural guides and related documentation that describe how the work under this SOW is to be performed. Written procedures developed by the Contractor shall be approved by the Center TM prior to implementation. The Contractor shall be required to maintain and make available to the Center Technical Monitor, a current set of all Contractor-developed procedural guides or standard operating procedure documents.

4.0 Functional Requirements

Functional requirements are divided into two categories consistent with the method by which they will be procured: Contract Closeout Services-on a completion basis (Clauses B.2, *Firm Fixed Price* and B.3, *Performance Incentive*) and Procurement Support Services-on an IDIQ basis (Clause B.4, *Task Ordering Procedures*).

4.1 Contract Closeout Services

(a) Contract Closeout Services, to be provided on a completion basis, will include closeout support services for all types of NASA procurement instruments. The Contractor shall be responsible for closing purchase orders (orders issued under simplified acquisition procedures (SAPs)), delivery orders, contracts, grants and cooperative agreements, and interagency agreements in accordance with the FAR, NFS, and any other related guidance identified in Section 2.0, *Applicable Documents*, and the requirements of this section.

(b) Contract Closeout Services will include but not limited to:

- Reviewing files to ensure all contract or agreement terms have been met and deliverables have been received and accepted.
- Obtaining physical completion documentation from technical monitors/COTR's.
- Obtaining technical records needed for the official contract file.
- Ensuring that the file includes documentation of all past performance evaluations.
- Consolidating the official files to remove any duplicate records.
- Ensuring all supporting documentation is included within the file.
- Deobligating excess funds.
- Documenting closeout in applicable systems.
- Preparing files for transfer to records retention.

(c) The Contractor shall prepare and disseminate all documentation including, but not limited to, completion of forms, final modifications, closeout letters, etc., for review and signature of the Closeout CO at the applicable Center. More complex contracts require additional tasks as documented in the FAR, NFS and other guidance provided under Section 2.0, *Applicable Documents*.

(d) Additional requirements and procedures:

- Closeout of Contract Files (other than quick closeout procedures): Contracts shall be closed in accordance with FAR 4.804, *Closeout of contract files* and NFS 1804, *Administrative Matters*.
- Quick Closeout Procedures: The Contractor is encouraged to use Quick Closeout Procedures when applicable in accordance with FAR 42.708, *Quick-closeout procedures*, NFS 1842.708, *Quick-closeout procedures*, and DCAA Contract Audit Manual (CAM) 7640.1, Chapter 6-1010, *Quick Closeout Procedures*.
- Purchase Orders: Purchase orders shall be closed in accordance with FAR 4.804-1(a)(1), *Closeout by the office administering the contract*.
- Grants and Cooperative Agreements: Grants and Cooperative Agreements shall be closed in accordance with the guidelines specified in NPR 5800.1E, *Grant and Cooperative Agreement Handbook (14 CFR 1260)*, as referenced in Section 2.0, *Applicable Documents*.
- Interagency Agreements: Interagency Agreements shall be closed in accordance with the Agency-wide Contract Closeout Service Delivery Guide (SDG) as referenced in Section 2.0, *Applicable Documents*. Interagency agreements may include orders awarded under the authority of the Economy Act or NASA Space Act (NFS 1817.7001, *Authorization and Policy*).

(e) Contractor Tracking System: The Contractor shall develop and maintain a system which tracks closeout actions and has the capability of providing reports, as referenced in Section 3.5, *Reporting Deliverables*. The system should be capable of tracking such items as status of all documents turned over for closeout, location/Center of each document, current actions, unobligated balances, deobligated amounts, reasons for delays in closeout, and type of document. The Automated Contract Closeout Tool (ACT) is a tracking system developed for use at the NSSC under contract NNA07CA02C (predecessor contract) and which will be available for use by the Contractor. If the Contractor chooses to utilize this tool, the Contractor shall be required to maintain and host the tool on a Contractor-owned server located in a Contractor-provided facility.

4.2 Procurement Support Services

(a) Procurement Support Services, which may be ordered by individual Center Procurement offices on an IDIQ basis, fall into the following functional areas:

(1) Interagency Agreement Support: The contractor shall process requisitions designated as being for an interagency agreement, except for Contracting Officer signature, as

delineated in FAR Subpart 17.5, *Interagency Acquisitions* and NFS Subpart 1817.5, *Interagency Acquisitions under the Economy Act* and 1817.70, *Acquisitions with Military Departments*.

(2) **Simplified Acquisition Support:** The Contractor shall prepare documents for award for purchase and delivery orders, commonly referred to as “small purchases”, or “simplified acquisitions”, utilizing simplified acquisition procedures, in accordance with applicable regulatory and statutory requirements. The Contractor shall have a thorough knowledge of FAR, NFS, and other acquisition related guidance. All procurement actions, files, documentation, and administration must comply with the FAR, NFS, and other guidance specific to each action. Purchases made using small purchases do not exceed \$150,000.00 in value and comply with FAR and NFS Parts 8, *Required Sources of Supplies and Services*, 12, *Acquisition of Commercial Items* and 13, *Simplified Acquisition Procedures*. However, in accordance with FAR Part 13.5 using the *Test Program for Certain Commercial Items*, the threshold for this requirement may include commercial item purchases up to \$6,500,000.00 and \$12,000,000 for options.

In addition to purchase orders, the Contractor shall be required to prepare orders against existing Agency or Government-Wide Acquisition Contracts (GWACs) such as Solutions for Enterprise-Wide Procurement (SEWP) and General Services Administration (GSA).

Upon requisition receipt, the Contractor shall collaborate with the customer to ensure all required documentation (e.g. specification/description, brand name/sole source justifications, information technology waiver) is received and acceptable for procurement actions. Upon receiving a complete requisition package, the Contractor shall prepare a procurement file to recommend an appropriate course of action to acquire the product or service.

Prior to release of (1) Buy American Act certification; (2) synopsis; (3) solicitation; (4) orders; and (5) modifications, the Contractor shall submit all documentation to the Contracting Officer for review and/or signature.

Selection of firms for award and execution of obligating documents shall remain the responsibility of a NASA Contracting Officer.

The Contractor shall administer the resultant orders from award through physical completion. “Physical completion” is when all contracted goods and services are delivered and accepted by an authorized government representative.

The Contractor shall closely coordinate with the Contracting Officer to ensure that the purchase order and supporting documentation will be prepared, executed, and administered in a manner which accurately represents the Government’s needs and is in the Government’s best interests. The Contracting Officer may require assistance in preparing communications with vendors, potential vendors, contractors and customers.

The Contractor shall perform follow-up actions on all delinquent orders in order to protect the Government’s interests.

(3) **Contract Development and Administrative Support:** The Contractor shall support the award and administration of contracts above the simplified acquisition threshold by providing acquisition planning assistance, procurement request review, solicitation development, preparation of award documents, file documentation and contract administration services in

accordance with the FAR and NFS Parts 14, *Sealed Bidding*, 15, *Contracting by Negotiation*, and 42, *Contract Administration and Audit Services*.

The Contractor shall provide general assistance and support to Center Contracting Officers. This support may include data preparation, data collection, data entry, preparation of award documents and file documentation and document distribution. The contractor shall, as required, perform the following activities:

- Post announcements on Federal Business Opportunities (FedBizOpps) web site. The contractor shall perform this posting via a government designated system, currently, NAIS.
- Draft contract file documents, as required, in accordance with the FAR, NFS and other NASA procedures for review and signature by the Contracting Officer.
- Prepare appropriate documentation for the exercise of options, incremental funding and other modifications.
- Prepare, distribute, and monitor acceptance of award delegations, and modifications thereto, consistent with FAR and NFS Parts 42, *Contract Administration and Audit Services* and Center procedures.
- Track receipt of contract deliverables and perform follow-up actions on delinquent deliveries.
- Serve as the focal point for collecting, delivering, transferring, tracking, photocopying/scanning, and returning procurement files (e.g., contract, purchase order, grants/cooperative agreements) to and from Contract Specialists, Contracting Officers, or the file room for internal or external audits, surveys and special requests.
- Maintain and store inactive files (excluding contract award files undergoing closeout) and be responsible for their management, including boxing, storing, transportation and destruction in accordance with NPD 1440.6H, *NASA Records Management*, NPR 1441.1D, *NASA Records Retention Schedules*, Center defined records management procedures, and other Government-approved procedures. The Contractor shall maintain a database on the inventory and disposition of inactive files (excluding contract award files undergoing closeout), including the date when files are scheduled for destruction and are physically destroyed.
- Facilitate the smooth operation of Center procurement offices by performing functions such as: requisition creation, Microsoft Office and eForms document generation and distribution, calendar maintenance, visitor screening, meeting scheduling/attendance.

(4) Business System Support: Provides general and specific administrative support tasks as defined below:

- Provide data verification and data entry support to ensure (1) Federal Procurement Data System – Next Generation (FPDS-NG) records are accurately entered and (2) data consistency exists among the paper file, CMM record, and Central Contractor Registration (CCR). The Contractor shall extract data from award files (e.g., purchase

orders, contracts, cooperative agreements and grants, as well as modifications) and CMM to complete the data entry in FPDS-NG and approve FPDS-NG records created in accordance with available government guidance. Data entry includes the creation of CMM system correction modifications to remedy previously released records. Draft records for the current Fiscal Year must be finalized and approved by the end of the first week of October.

- Monitor interfaces between CMM and FPDS-NG to ensure that records are entered correctly. In the event that the interface does not function properly for particular documents, the Contractor shall manually enter records to the system as required.
- Provide super user, testing, training, and report generation support and maintenance for bReady modules (e.g. CMM, SAP) and other related procurement business systems (e.g. EPDW) that are in production.

(5) Bankcard Support: The Contractor shall provide support to assist Center P-card coordinators with administration of NASA's Bankcard program by:

- Assisting in establishing Cardholders (CH) accounts with purchase card contractor.
- Assisting cardholders with monthly reconciliation.
- Importing and Exporting Bank Transactions.
- Providing Bankcard Manager, Cardholders, and Approving Officials with reconciliation status and reports.
- Assisting in maintaining records of cardholders and approving officials, training histories and closed accounts.
- Submitting reports to the NASA Competency Center on service requests (SR).
- Participating in working group activities.
- Conducting and reporting results of weekly audits of P-Card transactions.
- Preparing quarterly reports for "Phantom" and "wash" credits.
- Tracking status of expiring funds, expediting costing or cancellation of related order, and providing related data to the Office of the Chief Financial Officer.

(6) Small Business Office Support: The Contractor shall provide support for the Center Small Business program. The small business office at each Center supports NASA's small business program and industry assistance and outreach initiatives. The Contractor shall assist Center Small Business Specialists by:

- Reviewing and analyzing small business regulations and procedural guidance.
- Submitting required reports, data gathering, and analysis of small business statistics.
- Supporting industry outreach and advocacy activities necessary to comply with the requirements of the Small Business Act, NASA procedural requirements, and FAR Part 19, *Small Business Programs*.